


DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA
Civilian Human Resources, Sigonella, Italy
VACANCY ANNOUNCEMENT: U.S. CITIZEN POSITION

	Announcement #	SIG12- 401546(R)				
	Position	SUPERVISORY PUBLIC AFFAIRS SPECIALIST GS-1035-07/09				
	Salary Range	GS-07: \$33,979 - \$44,176 per annum GS-09: \$41,563 - \$54,028 per annum				
	Opening Date	10-SEP-2012	1 st Cut-Off Date	24-SEP-2012	Closing Date	09-OCT-2012
	Location	FLEET READINESS, (MORALE WELFARE & RECREATION DEPARTMENT), U.S. NAVAL AIR STATION, SIGONELLA, ITALY				
Notes	<ol style="list-style-type: none"> 1. Please read the instructions on the reverse side of this announcement before submitting your application. 2. Current and former federal employees must submit copies of Notification of Personnel Actions (SF50 or Personnel Action Report (PAR) for Non-Appropriated Fund Employees) with the application package. 3. Veterans must submit DD214 (Member Copy No. 4) with the application package to receive preference. 4. This position may be filled at the higher or lower pay band/grade level. If filled at the lower pay band/grade level incumbent may be non-competitively promoted to the full performance pay band/grade level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 5. Selectee will be required to pass a background investigation, state check, drug test and physical examination as a condition of employment. 6. Work involves driving a vehicle. Must possess a current and valid driver's license as a condition of employment. 7. May occasionally be required to work outside normal working hours. 8. This is a re-announcement of vacancy SIG12-401546. Applicants who previously applied need not re-apply unless updating their application. 					
Who May Apply	U.S. citizens (except for dual Italian/U.S. citizens) residing in the Sigonella, Italy commuting area, who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel eligible for a Schedule A 213.3106(b)(6) family member appointment.					
Description of Duties	Plans, designs, executes, administers and evaluates the MWR Department's public affairs program. Determines program requirements, nature of information and needs of target audience. Develops information material and the campaigns to disseminate information. Develops methods and techniques to obtain public's attitude/response and news media reaction. Evaluates the program and identifies problems in communicating information. Advises top management on the program's overall direction, handling of public relations problems and incidents, and selection of the most appropriate methods of communication; provides training, and briefs management officials on their public affairs responsibilities and ways of enhancing/improving their programs to increase public's awareness and employee morale. Conducts the department's public information and community relations programs. Serves as the primary spokesperson and point of contact for informing external public of the mission, programs and accomplishments of the organization. Develops new informational materials to foster favorable relations between the organization and the public. Prepares/publishes print publications (e.g., newsletters, bulletins, pamphlets, websites, etc); writes news, articles, and/or columns. Writes/edits briefings and orientations for presentation by self or others. Maintains liaison with local and regional groups and organizations. Establishes/maintains effective relationships with print and broadcast media representatives. Conducts news briefings, and appears on television and radio. Manages the administrative and personnel functions of the organization's marketing division. Supervises a subordinate staff, assigns work and provides guidance, evaluates work and performs a variety of supervisory functions. Calculates and tracks annual budget, approves expenditures, manages office equipment and identifies needs of the division/program.					
Qualification Requirements	<p>http://www.opm.gov/qualifications/standards/group-stds/gs-admin.asp</p> <p>GS-07: One (1) year of specialized experience equivalent to the GS-05 grade level OR one (1) full year of graduate level education or superior academic achievement if gained in a curriculum that is qualifying for this position.</p> <p>GS-09: One (1) year of specialized experience equivalent to the GS-07 grade level OR Master's or equivalent graduate degree OR two (2) full years of progressively higher level graduate education leading to such a degree.</p> <p>Specialized experience: Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of this position.</p> <p>Education: Must demonstrate the knowledge, skills, and abilities necessary to do the work of this position.</p> <ol style="list-style-type: none"> 1. Knowledge of written, oral, visual and personal communication methods and techniques and of information distribution systems and methods. 2. Ability to supervise, plan and execute an information and communications program. 3. Knowledge of the latest computer applications/equipment specific to graphic design, presentation software and web site development. 					
Application Status	For inquiries concerning job application status, call Civilian Human Resources at (095) 56-4165 or DSN 624-4165 only on Tuesdays or Thursdays from 1230-1530, at least 20-days after the closing date of the announcement.					
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER						

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Policies and Instructions for completing Application Form

1. It is your responsibility to submit a complete application form. You will be rated ineligible if an incomplete application package is submitted. Information contained in Official Personnel Folders and copies of position descriptions WILL NOT be used to determine qualifications.
2. **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.** Applications and other required forms will not be returned. We suggest you submit copies or retain copies for yourself.
3. Applicants with dual citizenship (Italian/U.S.) are ineligible for employment by the U.S. Forces in Italy.
4. Veteran's preference will be applied within each external recruitment source as appropriate.
5. **Employment of relatives is restricted in accordance with 5 USC 3110.**
6. All applicants are considered without regard to race, religion, color, national origin, sex, political affiliation, age, marital status, disability, sexual orientation or other non-merit factors.
7. The Department of the Navy provides Reasonable Accommodation to applicants with disabilities. Applicants who believe they require reasonable accommodation should contact the Civilian Human Resources (CHR) at 624-4180, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis.

DEPENDENT HIRING AUTHORITY

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of a member of the U. S. Armed Forces OR dependents of a U.S. civilian employee of a U.S. Government Agency. The family member's appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area or the separation of the appointee's sponsor.

REEMPLOYED ANNUITANTS

In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e., retired under section 8336(d) (1) or 8414 (b) (1) (A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD Instruction 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives/>.)"

INFORMATION & VERIFICATION DOCUMENTS REQUIRED ON APPLICATION

JOB INFORMATION:

- Specify announcement number, title, pay plan, occupational code and grade level(s) for which you are applying.
(Please note: you will only receive consideration for the title, pay plan, occupational code and grade level(s) that you specify).

HOW TO APPLY

(<http://www.cnric.navy.mil/Sigonella/About/HowtoApply/index.htm>):

- All applicants **MUST** submit the following documentation for consideration: **(1)** Resume containing required information listed below; **(2)** Overseas Residency Questionnaire (must be filled out completely); **(3)** Family Member/Military Spouse Supplement; **(4)** Copy of your sojourn permit issued by the Catania Immigration Office or document issued by the Sigonella Legal Office verifying application for sojourn permit; **(5)** Copy of official U.S. passport containing (a) personal data (b) Visa and (c) annotation showing the bearer's residence abroad as a military/civilian dependent; **(6)** Copy of sponsor's Permanent Change of Station (PCS) Orders OR Command-Sponsorship authorization **(7)** Marriage certificate if you are a military spouse **(8)** OF306, Declaration For Federal Employment **(9)** Veterans **must** also submit copy of DD-214, Member Copy-4 and SF-15 if claiming 10 -point preference.
- Current and former Federal employees (including Non-Appropriated Funds (NAF)) **must** attach a copy of SF-50, Notification of Personnel Action (NPA), Personnel Action Report (PAR), to verify previous employment, highest previous rate, LWOP status, non-competitive eligibility, date of last promotion etc.

PERSONAL INFORMATION:

- Full name, mailing address (with zip code), day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship

VOLUNTARY DISCLOSURE:

Complete and attach to your resume:

- Ethnicity and Race Identification, Standard Form 181
- Self-Identification of Handicap, Standard Form 256

WORK EXPERIENCE:

Give the following information for your work experience related to the job for which you are applying:

- Job title (include pay schedule, occupational code and pay band/grade if experience gained in Federal employment)
- Duties and accomplishments (identify percentage of time spent when work involved multiple/varying duties)
- Salary
- Starting and ending dates: must specify month and year and hours worked per week (e.g., 40 hours)
- Employer's name and address; Supervisor's name and phone number
- Indicate if we may contact your current supervisor

EDUCATION:

- High school - Name, city, and State (zip code if known), Date of diploma or GED
- Colleges and universities - Name, city, and State (zip code if known), Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Copy of transcripts **must** be attached to receive credit for education.
- Original/notarized transcripts will be required, if selected.
- **Foreign education** must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to www.opm.gov/qualifications/SEC-II/s2-e4.asp.

QUALIFICATION REQUIREMENTS:

- Take note of the type of experience, knowledge, skills and abilities required by the vacancy announcement. Candidates who rate among the best qualified group will be referred to the selecting official.

TYPING PROFICIENCY:

For positions requiring a qualified typist, applicants must self-certify their typing proficiency, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of forty- (40) words per minute in English.

SUBMISSION OF THE EMPLOYMENT APPLICATION:

Submit your application by the closing date of the announcement. Applications may be delivered to the CHR office, Monday to Friday, 0730 to 1600 OR deposited in the box at the Pass & ID Window NAS I or scanned via email to si-hro-wantajob@eu.navy.mil. Email containing application and attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that information and documents submitted are received, legible and accurate.